

U.S. Citizenship and Immigration Services (USCIS) E-Filing Tips

This page provides tips on how to avoid common errors when E-Filing.

As of December 2, 2003, you now can use a credit card to pay the fee associated with your E-Filed application! See below for details.

Eligibility and Instructions

- **Do Not E-File if You Need to Remove Conditions on Residence.**
If you are a conditional resident who obtained status through marriage and you want to apply to remove those conditions, you must file [Form I-751, Petition to Remove the Conditions on Residence](#). **You cannot file Form I-90 to remove the conditions on your residence.**
- **Read the Form's Instructions Before Starting Your E-Filing Application.**
Make sure you have all required information at hand before beginning your session. E-Filing sessions will time out after 15 minutes of inactivity; you will lose all your information if the sessions times out.
 - [E-Filing Instructions for Form I-90](#)
 - [E-Filing Instructions for Form I-765](#)
- **Do Not Submit Photographs if You are E-Filing.**
After you have E-Filed your application, U.S. Citizenship and Immigration Services (USCIS) will take your picture during your scheduled appointment at the Application Support Center. Your Confirmation Receipt notice provides instructions on how to schedule an appointment at an Application Support Center (or see below under "Submitting Your Application.") **The USCIS cannot process your application until you have appeared for your scheduled appointment at an Application Support Center.**

Paying the Application Fee

By Credit/Debit Card

- **Have Your Credit Card or Debit Card Available.**
 - You may pay the fee associated with your E-Filed application with the following credit cards: American Express, Discover, MasterCard, or Visa.
 - You may pay the fee associated with your E-Filed application with a debit card as long as it bears the logo of one of the four types of credit cards USCIS can accept.

By Electronic Transfer of Funds

- **Know Your Bank Account Routing Number.**
Your bank's 9-digit "routing number" appears on the bottom left corner of your check and is set off by colons (two dots in a vertical line).
Example :123456789:
 - A few banks and credit unions do not allow electronic payments directly from your account. Contact your financial institution if you have questions.

Submitting Your Application

- **Submit Your Application Only Once.**

It takes a few minutes for the E-Filing system to accept an application. Do **not** click on the “submit” button a second time. Your bank account is charged each time you submit an application.

- If you accidentally submit your application more than once, call 1-800-375-5283 for assistance.

- **Try Again Later if You Receive “System Busy” Error Message.**

If you get a “system busy” error when you try to submit your application electronically, you will need to try filing your application at a later time. For security reasons, you cannot save an “un-filed application” and you will need to re-key your information.

- **Save Your Application.**

Once you’ve submitted your application you will see a confirmation screen with your Application Receipt Number listed at the top.

After you read the information, go to the bottom of the screen:

- Click on “Preview the filled applications in PDF format.”
- You may want to print at least one copy of the application and Confirmation Receipt notice.
- Save the application and Confirmation Receipt notice on a disk or on your computer’s hard drive.

- **Read the Form’s Instructions to Determine if You Must Submit Supporting Documents.**

The form instructions indicate which supporting documentation you may need to send to U.S. Citizenship and Immigration Services as part of your application. These documents may include copies of birth certificates, marriage certificates, and divorce decrees.

- **Call 1-800-375-5283 to Schedule an Appointment for Electronic Capture of Your Signature, Photograph, and Fingerprints.**

- The USCIS cannot process your application until you have appeared for your scheduled appointment at an Application Support Center.
- You will need the Application Receipt Number found on your Confirmation Receipt notice to schedule an appointment.

- **Take A Copy of Your Application Receipt Notice to Your Appointment at the Application Support Center.**

The ASC staff will need your Application Receipt Number (which appears on your Application Receipt notice) to verify that you have E-Filed. U.S. Citizenship and Immigration Services cannot process your application until you have appeared for your appointment at the Application Support Center (ASC).